

DATE

PROJECT CAPTION

DISPLACEE NAME AND ADDRESS

RE: Parcel

Dear Displacee:

You have been given the Department's brochure ***Acquisition of Right of Way and Relocation Assistance***. This brochure explains the Relocation Assistance Program and the relocation assistance payments and services to which you may be entitled. Relocation payments are made in addition to any payments you will receive for acquisition of your land and improvements.

If you accept the Department's offer of [Total acquisition amount](#) for the purchase of the property required for the project, you may be entitled to an additional payment of [Maximum RHP including MEA Cost](#) for the purchase of a replacement dwelling.

To receive any of this additional payment, your replacement home must cost more than [Acquisition amount](#) and to receive all of the additional payment, your replacement home must cost at least [Cost of comparable including MEA](#).

The actual payment will be determined by the actual cost of your replacement.

The above calculations are based on a dwelling located at [comparable address](#), which is considered comparable to the dwelling you now occupy plus the replacement cost of your [Description of MEA](#).

The replacement housing payment represents the additional amount you will need after expending your acquisition money to purchase a comparable house. You are therefore required to expend all of the money you receive for the acquisition of your residence (including land and some damages) before you are eligible to receive this supplement. Except in hardship cases, no relocation payment may be made before the Department has paid you for the acquired property.

If you decide to buy a replacement house and the mortgage interest rate exceeds the rate you now pay on your residence, you may be entitled to an interest differential payment. As soon as the Department's agent obtains the pertinent facts about your existing mortgage, the agent will estimate the interest payment for which you may be eligible and advise you of such. You may also be eligible to receive reimbursement for actual incidental closing costs.

Should you choose to rent rather than purchase a replacement home, you should notify the Department's agent of your intention. The Agent will determine if you are eligible for a rental housing payment.

In addition to housing supplement payments, you will also be entitled to moving costs as explained in the brochure. These costs are limited to moving personal property.

For you to be eligible for a supplemental housing payment, your replacement home must conform to the requirements for decent, safe and sanitary housing. To insure your replacement home meets the required standards, we suggest you have it inspected by the Department before entering into a contract for purchase or rental. If this is not possible, we suggest a provision be included in the earnest money contract for the replacement property the contract is valid ONLY if the property passes a decent, safe and sanitary inspection by the Department.

If you are dissatisfied with a determination as to your eligibility for a payment or with the amount of a relocation assistance payment, you may appeal the Department's determination, as explained in the brochure. If you are not satisfied with the appeal decision, you have the right to seek judicial review.

The earliest date you may be required to move is 90 days from the day you receive this letter, which date shall be _____. If this date is changed because of a delay in the Department acquiring the property, you will receive another notice giving you the new date. The new move date will be at least 30 days from the date of acquisition or expropriation of the property. It is important that you notify the Department of the date you expect to move to insure your eligibility for prompt payment.

On the day you do vacate and surrender the property following the Department's acquisition, please telephone the Department's Real Estate Office so that the Department can complete its file and, if necessary, make arrangements for taking physical possession of the property.

Under certain circumstances you may receive an additional 30-day notice.

You are requested to carefully read the brochure for additional information about the requirements for payment eligibility. Assistance in preparing the necessary forms and filing your claims for any benefits to which may be entitled, as well as

any additional information you request, will be available to you from this office. If such assistance is desired, please contact *Contact Person* at *Contact Person's phone* in *Contact Person's City* , Louisiana, or visit the office in that city located at *Office Address*.

Sincerely,

Real Estate Agent

DELIVERED BY: _____

DATE: _____